

Resume should include ALL of the following:

- Names of schools, colleges or universities attended, dates attended, degrees earned and field(s) of study. Please enclose verification of degree(s), licenses and certificates together with the resume.
- For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary.

Information required to determine if candidate meets the Minimum Requirements and Desirable Qualifications sections of this recruitment announcement.

Pursuant to State and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper, attached to your resume. This page will be removed from your resume when it is received and kept confidential and utilized solely for required statistical purposes.

Please submit statement of interest and resume to:

STEVE CHENG
Executive Office of the Board of Supervisors
HUMAN RESOURCES DIVISION
Kenneth Hahn Hall of Administration
500 West Temple Street, Room 374
Los Angeles, CA 90012

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DATE POSTED: December 1, 2009

COUNTY OF LOS ANGELES CHILD SUPPORT
COMPLIANCE PROGRAM

In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) are regularly reported to the State Directory of New Hires, which may assist in locating persons who owe these obligations. Family Code Section 17512 permits, under certain circumstances, for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

SPECIAL INFORMATION

It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons regardless of race, religion, sex, national origin, age, sexual orientation or disability. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable

accommodation may call: (213) 974-9744 (ADA Coordinator – Voice); (800) 899-4099 (TTY); (800) 897-0077 (TTY); (800) 735-2922 (CRS).

Any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110).

EMPLOYMENT ELIGIBILITY INFORMATION

Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

SOCIAL SECURITY ACT OF 2004

Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.

This announcement may also be downloaded from the **COUNTY OF LOS ANGELES** website at:

<http://dhr.lacounty.info>

The County of Los Angeles is an
Equal Opportunity Employer

THE COUNTY OF LOS ANGELES

EXECUTIVE OFFICE of the BOARD OF SUPERVISORS

Invites resumes from qualified candidates for:

ASSISTANT LEAD ATTORNEY, CHILDREN'S SPECIAL INVESTIGATIONS UNIT (CSIU) (UNCLASSIFIED AT-WILL EMPLOYMENT)



Filing period: December 2, 2009 – Until the Needs Are Met

Annual Salary: \$132,916 - \$201,179
(MAPP R16)

BOARD OF SUPERVISORS

GLORIA MOLINA
MARK RIDLEY-THOMAS
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FIFTH DISTRICT

The County of Los Angeles

The County of Los Angeles, with a population of more than 10 million people, has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation’s motion picture industry, major universities and numerous five-star restaurants. The mountains, deserts, and the beautiful Pacific Ocean, along with some of the world’s finest urban recreational attractions, are freeway close.

The County of Los Angeles is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors serves as both the executive and legislative authority of the largest and most complex county government in the United States. A change in the governing structure of the County has all Department Heads reporting to the Chief Executive Officer with the exception of elected officials (Assessor, District Attorney, and Sheriff), the Fire Chief, the Auditor-Controller, the County Counsel, and the Executive Officer of the Board of Supervisors.

The County has an annual budget in excess of \$23 billion, and 37 major administrative units or departments serve the needs of the County’s population. The County employs over 100,000 full-time personnel to serve its diverse population.

THE EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS

The Executive Office of the Board of Supervisors provides support services to the Board of Supervisors, including preparing the Board's weekly agendas and its statements of proceedings, maintaining the Board's official records, providing information technology support, accounting, procurement, human resources, payroll, facility management and other administrative services. A wide variety of other services are also provided to County departments and to the public which include staffing various County commissions, committees, and task forces; administering the Assessment Appeals Board, the County lobbyist ordinance and County's economic disclosure programs under California's Political Reform Act; and administering the Countywide Service Awards Program. The Department has a budget of \$130.6 million and includes funding for approximately 330 budgeted positions.

THE CHILDREN’S SPECIAL INVESTIGATIONS UNIT

The purpose of the Children’s Special Investigations Unit (CSIU), as special counsel to the Board of Supervisors (Board), is to provide the Board an independent legal review of child deaths and serious incidents of child abuse or neglect. The CSIU will also provide the Board, on an attorney-client basis, recommendations to improve the County’s delivery of services to children at risk of abuse or neglect pursuant to Welfare & Institutions Code Section 300, and thereby improve the well-being of the children in contact with County departments. The CSIU will report directly to the Board of Supervisors.

While all child deaths and critical incidents will continue to be investigated by the Department of Children and Family Services (DCFS), not all cases will be investigated by the CSIU. Rather, any Board member, the CEO or the Director of DCFS may refer a case for CSIU investigation when the case implicates:

- Major internal and external systemic issues;
- A potential for significant litigation or media involvement; and/or
- Patterns of injury or death.

Additionally, an emphasis will be placed on referring cases with multiple agency involvement (DCFS, Probation, Department of Mental Health, Department of Health Services, etc.) to CSIU for investigation.

The CSIU will work collaboratively with the Director of DCFS, County Counsel, the Chief Executive Office (CEO) and other County departments which will have the opportunity to comment and provide responses to any findings or recommendations to be included in reports to the Board of Supervisors. In addition, CSIU will work with the Executive Officer of the Board to facilitate the communication of recommendations relative to other County departments and contract and community agencies.

In order to aid in communication and the flow/access of information, a Memorandum of Understanding (MOU) between CSIU, DCFS and other County departments will be executed to strengthen the working relationship and collaboration during investigations.

THE POSITION

This position reports to the Lead Attorney, CSIU and assists with independent legal reviews of cases referred by members of the Board, the CEO or the Director of DCFS. The incumbent is also responsible for developing and recommending policy changes for County departments and community agencies and works collaboratively with the Director of DCFS, the CEO and County Counsel.

EXAMPLES OF DUTIES

- Assists with the oversight of the CSIU and directs the work of investigators and other subordinate staff.
- Reviews existing investigations and processes related to referred cases.
- Reviews corrective action plans developed by DCFS that are related to the death or serious injury of a child.
- Prepares accounts of the factual, chronological, and major milestones of the circumstances leading to a death or serious injury for all referred cases.
- Identifies strengths and weaknesses of the system and evaluates case management practices to recommend necessary changes.
- Identifies systemic issues which may have prevented the death or serious injury of a child, and reviews corrective action plans developed by agencies.

- May propose recommendations to the Board, on an attorney-client basis, to reduce the County’s exposure to lawsuits in similar cases.
- Assists with the development of quarterly recommendations for countywide policy and procedural changes designed to prevent child injuries or deaths.
- Develops mechanisms to ensure recommendations are implemented within timeframes specified by the CSIU.
- May act in the absence of the Lead Attorney, Children’s Special Investigations Unit (UC).

MINIMUM REQUIREMENTS

License: Active membership – State Bar of California.

TRAINING AND EXPERIENCE:

Four years of progressively responsible experience handling difficult and complex legal matters which require a high degree of initiative, skill and specialized knowledge.

LICENSE:

(1) A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

(2) License: Admission to practice law in the State of California.

DESIRABLE QUALIFICATIONS

Candidate should possess the following:

- Demonstrated experience with child welfare issues.
- Demonstrated knowledge and understanding of the foster care and Dependency Court systems.
- Demonstrated ability and experience in preparing reports and summaries in clear, concise, non-legal language.
- Demonstrated ability and experience in working cooperatively with diverse communities and interest groups.
- Demonstrated ability to independently supervise and direct the work of subordinate staff.
- Demonstrated professionalism in all aspects of prior work and experience.

ANNUAL SALARY & BENEFITS

ANNUAL SALARY: \$132,916 - \$201,179

The Assistant Lead Attorney, CSIU, position is unclassified and serves at the pleasure of the appointing authority. This position is subject to the provisions of the County’s Management Appraisal and Performance Plan (MAPP). The salary range for this position is MAPP Range R-16. The successful candidate may be appointed to any salary within the range, depending on qualifications.

BENEFITS:

The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs.

Retirement Plan – The successful candidate may choose either a contributory or non-contributory defined benefit plan. It should be noted that County employees DO NOT pay into Social Security, but do pay the Medicare Hospital Insurance Tax (HIT) portion of Social Security at a rate of 1.45%.

MegaFlex Plan – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% to 17% of the employee’s monthly salary. Any portion of the County contribution not used to purchase benefits is given to the employee as taxable income. Benefits available within the MegaFlex Benefit Plan include medical, dental, disability, and life and AD&D insurances. (The MegaFlex Plan is not available to County employees who are currently in Flex.)

Non-Elective Days – 10 days per year with the option to buy 1 to 20 elective annual leave days. Annual leave days can be used for vacation, sick or personal leave.

Flexible Spending Accounts – Employees may contribute up to \$400 per month tax-free to Health Care and Dependent Care Spending Accounts. The County contributes \$75 per month to the Dependent Care Spending Account.

Savings Plan (401k) – Optional tax-deferred income plan that includes a County matching contribution up to 4% of employee’s salary.

Deferred Compensation Plan (457) – Optional tax-deferred income plan that includes a County matching contribution up to 4% of employee’s salary.

Holidays – 11 paid days per year.

SELECTION PROCESS

Each candidate’s background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The names of the most highly qualified candidates will be submitted to the Executive Officer of the Board of Supervisors.

NOTE: An extensive background investigation will be completed on the candidate selected for this position.

FILING INSTRUCTIONS

Qualified candidates are invited to submit a statement of interest and their resume detailing education completed, positions held, current salary, and special qualifications.